

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	1.6	2
<p>Authority/References ACA Standard 2-CO-1A-18, 2-CI-6B-1</p>	Date Filed	Effective Date
	*	July 11, 2014
<p>Subject</p> <p>CENTRAL OFFICE AREAS OF RESPONSIBILITIES</p>		

I. DEFINITIONS

None.

II. POLICY AND PROCEDURE

It is the policy of the Kentucky Department of Corrections (KDOC) to have a clear understanding of what authority and responsibilities have been delegated by the Commissioner to the appropriate divisions and offices. This policy applies to all personnel of the KDOC.

A. Commissioner's Office

The Commissioner's Office is responsible for the overall supervision, direction, and oversight of all departments, offices and divisions of the KDOC. Within the Commissioner's Office there are Public Information, Personnel Branch, and the Ombudsman's Office.

B. Adult Institutions

The Office of Adult Institutions is responsible for providing general day-to-day supervision, direction, and oversight to the prisons statewide.

- a. Wardens report directly to the Deputy Commissioner of Adult Institutions.

- b. Within the Office of Adult Institutions are:
 - 1. Administrators for Professional Standards;
 - 2. Kentucky Correctional Industries (KCI);
 - 3. Security and Food Service;
 - 4. Programs;
 - 5. Capital Construction;
 - 6. Education, Medical;
 - 7. Religious Services;
 - 8. Substance Abuse; and
 - 9. Mental Health.

C. Support Services

The Office of Support Services is responsible for providing fiscal direction, technological support and training programs to KDOC staff and others.

- a. The Deputy Commissioner of Support Services is also responsible for:
 - 1. All budget requests;
 - 2. Fiscal allocations;
 - 3. Computer technology issues; and
 - 4. Monitoring of all KDOC contracts and fiscal auditing procedures.
- b. Within the Office of Support Services are:
 - 1. Administrators for Administrative Services;
 - 2. Offender Information;
 - 3. Contract Management and Grants;
 - 4. Reentry Branch;
 - 5. Information and Technology;
 - 6. Probation and Parole and Interstate Compact;
 - 7. Corrections Training; and
 - 8. The Parole Board support staff.

D. Community Services

- 1. The Office of Community Services is responsible for providing supervision, direction, and oversight to Probation and Parole districts and local jail facilities statewide.
- 2. The Office of Community Services is comprised of Local Facilities, Population Management and Classification.